

DCDS SECURITY REQUEST

STATEWIDE INQUIRY

CIRCLE ONE: **NEW USER**

MODIFY USER

DELETE USER

USER INFORMATION:

NAME _____

DEPARTMENT # _____ EMPLOYEE ID# _____ USER ID _____

AGENCY # _____ TELEPHONE (_____) _____ WORK SITE _____

TKU # _____ E-MAIL ADDRESS _____

ROLE / FUNCTIONS

PARAMETERS

____ Add Role

____ Delete Role

Calendar

Deduction Code

Dept/Agy/TKU Inquiry

Display User

Error Code

GPA Reason Code Inquiry

GPA Type Code Inquiry

Hours Types

Object Code/Pay Type s

Organization Inquiry

Pay Type Inquiry

Retirement Code

System Codes

Union Code Hours Type

Union Code Name Inquiry

Unit of Measure

STATEWIDE INQUIRY

____ Add Role

____ Delete Role

Active User ID Security Profile Report

Activity Usage Report

Activity Usage Report (Emp)

Adjustment Inquiry

Agency Activity

Agency Options

Agency Pay Type

Agency Pay Type Group

Approval - Central Window Access

Approval - Supervisor Window Access

CB Elements by Dept/Agy/TKU

CB Elements by Organization Unit

Coding Block Crosswalk

Comp/Overtime Authorization

DC Adjustment

DC Inquiry Window

DC Inquiry: Activity

DC Inquiry: Employee Info

DC Inquiry: Equipment

DC Inquiry: History

DC Inquiry: Leave/Overtime Requests

DC Inquiry: Time

Data Collection Approver

Data Collection Window

Data Collection: Activity

Data Collection: Equipment

Data Collection: Time

Default Distribution Error Report

Default Work Schedule

Define Functions

Define Roles

Define Users Window

Define Users: Display

Define Users: Functions

Define Users: Roles

Define Users: User ID

Display User

Distribution Adjustment

Distribution by PP End Date

Distribution Detail by Employee

Distribution Detail Report

Distribution Matrix

Distribution Reconciliation Report

Distribution Summary MMS Interface

Earning Rate Change Inquiry

Earnings History - Deductions Rpt

Earnings History - GPA Report

Earnings History - Hours Report

Earnings History - Tax Info Report

Earnings History Detail Report

Earnings History Retirement Detail

Earnings History Window

Employee Inquiry

Equipment Group Agy Obj Codes

Equipment

Equipment by Distribution Adjustment

Equipment by Organization

Equipment Group

Equipment Rate Change

Equipment Usage Adjustment

Equipment Usage Report by CB (Emp)

Equipment Usage Report by CB

Equipment by Dept/Agy/TKU

Error Code

Inactive User IDs Security Rept

Labor Additive Projects

Leave Overtime Request

Leave/OT Request Inquiry

Mass Standard Distribution Change

Multipurpose Code

Non-Employee

OFM Distribution Reconciliation Rpt

Pay Type Inquiry

Project/PCA Combination

R*STARS Coding Block Inquiry

Rejected Payroll Distribution by CB

Report Status Window

Security Control Report

Standard Distribution

Suspended Transactions by Emp

Suspended Transactions by Trans

TA Summary Report Request

TKU Control Report

TKU Crosswalk

TKU Options

TKU Processing Window Access

Time Activity Interface Error Report

Time Detail Report

Time Detail Report by Coding Block

Timesheet Daily Report (Emp)

Timesheet Daily Report by CB (Emp)

Timesheet Exception Report

Timesheet Warnings Report

Transaction Reconciliation Report

Unit of Measure

Unsuccessful Logins Report

User Ids Not Used > 45 Days Report

Employee Agreement: I agree to protect my User ID and password from unauthorized use. I understand that everything done under my User ID and password is recorded as being done by me. If I am entering time, the online entries to timesheets will be, to the best of my knowledge, complete and true.

SIGNATURE

DATE

USER

I have reviewed this form and the roles and scopes indicated for this employee are reasonable and required.

SUPERVISOR SIGNATURE

DATE

DCDS DEPARTMENT SECURITY ADMINISTRATOR SIGNATURE

DATE

Send completed form to OFM-SSD-SMAA, 7th Floor - Romney Building, 111 S. Capitol Ave., Lansing, MI 48909

OFFICE OF FINANCIAL MANAGEMENT (OFM) SIGNATURE

DATE